

# CITY CLERK

## ***MISSION STATEMENT***

The City Clerk's Office is the historian of the City of Burbank government. The impartial office respectfully serves as the direct link to its citizens, to keep them informed of the actions of the City government.

## ***DESCRIPTION***

The City Clerk is an elected official who serves as Clerk to the City Council, Redevelopment Agency, Parking Authority, Youth Endowment Services (YES) Fund Board, Housing Authority and Public Financing Authority. The City Clerk's Office also conducts municipal elections, and consists of four divisions: City Clerk Services; Elections; Legal Advertising; and, Records Management.

The City Clerk is charged with maintaining all official records; keeping complete and accurate records of all City Council, Redevelopment Agency, and other related proceedings; maintaining the Burbank City Charter and Municipal Code; conducting all municipal elections as scheduled, as well as any special election which may be called; filing Campaign Statements and Statements of Economic Interests, as required by the

Fair Political Practices Commission (FPPC) and municipal law; publishing all ordinances adopted by the City Council, and advertising notices of hearings, bid openings, and other legal notices; administering the Records Management Program; and, maintaining a comprehensive annual historical collection.

## ***CHANGES FROM PRIOR YEAR***

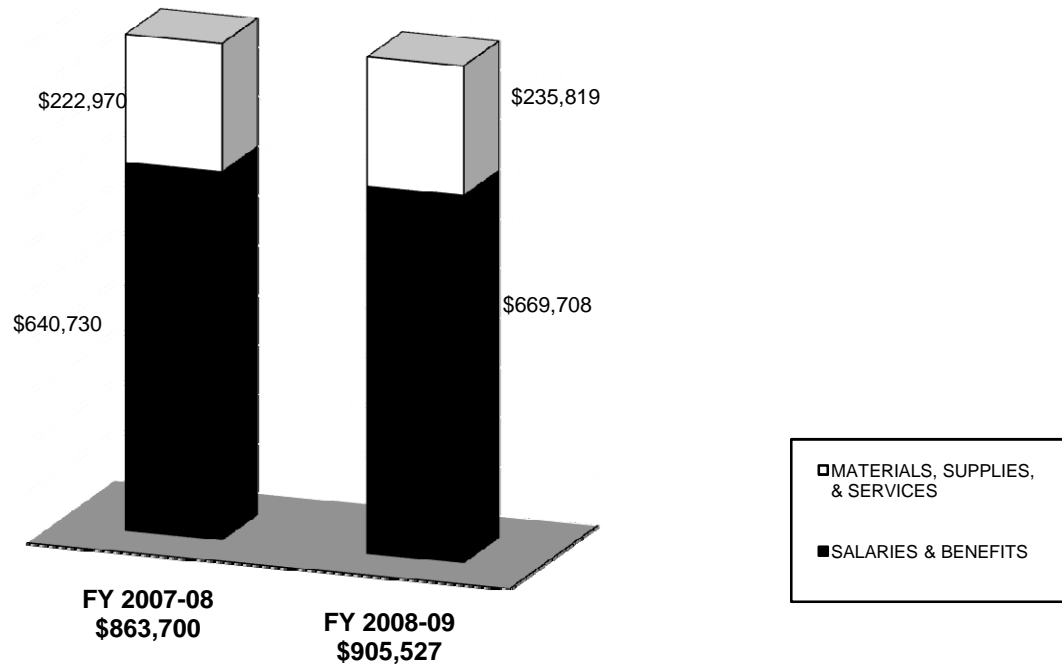
The City Clerk's Office continues to find ways to operate in the most effective and efficient manner. The discretionary budget has been increased by \$8,500 to allow for additional training on the new Granicus System, records management systems and completion of the Burbank Municipal Code on-line project.

## **DEPARTMENT SUMMARY**

	<b>EXPENDITURES 2006-07</b>	<b>BUDGET 2007-08</b>	<b>BUDGET 2008-09</b>	<b>CHANGE FROM PRIOR YEAR</b>
<b>Staff Years</b>	7,000	7,000	7,000	
<b>Salaries &amp; Benefits</b>	\$ 649,016	\$ 640,730	\$ 669,708	\$ 28,978
<b>Materials, Supplies, Services</b>	414,068	222,970	235,819	12,849
<b>TOTAL</b>	<b>\$ 1,063,084</b>	<b>\$ 863,700</b>	<b>\$ 905,527</b>	<b>\$ 41,827</b>

# CITY CLERK

## *Department Summary*



### **2007-08 WORK PROGRAM HIGHLIGHTS**

- Completed the reorganization of the Burbank Municipal Code from 31 Chapters to 11 Titles. The Code was reorganized to place existing Code sections into a cohesive and logical structure. Also, a new numbering and organizational system was devised to meet current Code standards and to allow for user-friendliness and search functionality of the entire Code.
- Implemented the Granicus Media Manager Software that allows for placing the entire Agenda Packet on-line and allows for the electronic archival and play back of all Council meetings with jump-to points which enable individuals to listen to specific Agenda items of interest.
- Completed the update of Title 3 Chapter 3 (Elections Code) of the Burbank Municipal Code.
- Agenda information and Council action has been made available on the website in a timely fashion.

### **2008-09 WORK PROGRAM GOALS**

- Complete efforts of making the Burbank Municipal Code available and searchable on-line.
- Implement the Records Management Improvement Project. The intent of the Project is to perform a Records Center space analysis and report; revise the citywide records retention schedules with best practices to ensure that the schedules evolve with the City's needs; provide an assessment of the document imaging program policies; update the records retention manual and procedures; conduct citywide records retention training; and, provide options regarding the replacement of the Mainframe-based records management software.
- Continue to assist departments seeking to be included into the LibertyNet Electronic Document Imaging/Management System as it is expanded.
- Continue providing excellent customer service to departments requesting records.

# Services Division

001CC01A

The City Clerk Services Division prepares agendas and minutes for the City Council, Redevelopment Agency, Parking Authority, Youth Endowment Services Fund Board, Housing Authority, and Public Financing Authority, recording and indexing the actions of each, as well as agreements, deeds, franchises, grants, tract maps, and other official documents. All official documents are public documents, and this Division provides access to these records to the public, elected officials and other departments. In addition to serving the public by assisting with information and directions, this Division also maintains the Burbank Municipal Code and implements the requirements of the Fair Political Practices Commission.

## OBJECTIVES

- Maintain all official records.
- Post notices of legislative meetings in compliance with the provisions of the Brown Act.
- Prepare and distribute agendas and minutes to elected officials, staff and subscribers, and provide copies at public facilities and on the City's webpage.
- Maintain the Burbank Municipal Code, providing revisions to staff and subscribers as soon as new ordinances become effective.
- Provide the public, City departments, and elected officials with general public information and specific record(s) research.
- Monitor all Statements of Economic Interests as required by the Fair Political Practices Commission and the City Conflict of Interest Code.

## BUDGET HIGHLIGHTS

The Division continues to find ways to operate in the most effective and efficient manner. The discretionary budget has been increased by \$6,000. \$2,500 for training on the new Granicus System and \$3,500 for completion of the Burbank Municipal Code on-line project.

## DIVISION SUMMARY

	EXPENDITURES 2006-07	BUDGET 2007-08	BUDGET 2008-09	CHANGE FROM PRIOR YEAR
Staff Years	3.250	3.250	3.250	
Salaries & Benefits	\$ 313,417	\$ 316,830	\$ 324,210	\$ 7,380
Materials, Supplies, Services	73,670	52,625	61,457	8,832
<b>TOTAL</b>	<b>\$ 387,087</b>	<b>\$ 369,455</b>	<b>\$ 385,667</b>	<b>\$ 16,212</b>

# Elections Division

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This Division is responsible for conducting all phases of the election process for local municipal elections, and for any special election that may be called. The Elections Division is also responsible for coordinating voter registration services with Los Angeles County, and monitoring State legislation to maintain appropriate procedures and ensure that Title 3 Chapter 3 (Elections) of the Burbank Municipal Code is updated as necessary.

## OBJECTIVES

- Conduct Primary Nominating and General Municipal Elections in 2009.
- Monitor campaign statement filings to comply with Fair Political Practices Commission regulations.
- Maintain an up-to-date Election Code.

## BUDGET HIGHLIGHTS

The Elections Division covers the cost of conducting all phases of the election process for local municipal elections, and for any special election that may be called. The Division maintained its discretionary budget to FY 2007-08 levels. The City's next election will be held in 2009.

## DIVISION SUMMARY

	EXPENDITURES 2006-07	BUDGET 2007-08	BUDGET 2008-09	CHANGE FROM PRIOR YEAR
Staff Years	1.300	1.300	1.300	
Salaries & Benefits	\$ 126,962	\$ 127,805	\$ 133,057	\$ 5,252
Materials, Supplies, Services	278,813	119,406	119,406	
<b>TOTAL</b>	<b>\$ 405,775</b>	<b>\$ 247,211</b>	<b>\$ 252,463</b>	<b>\$ 5,252</b>

# Legal Advertising Division

## 001CC01C

The Legal Advertising Division arranges for the publication of all ordinances adopted by the City Council, and advertises other legal notices as required by law.

### **OBJECTIVES**

- Prepare, publish, post and mail notices for all public hearings before the City Council, Redevelopment Agency and related bodies.
- Publish all notices for the Planning Board, bid openings, and other legal notices as required by law.

### **BUDGET HIGHLIGHTS**

The Legal Advertising account covers the cost of advertisements as required for public hearings, ordinance publishing and other public notices. The Division maintained its discretionary budget to FY 2007-08 levels. However, the Division is experiencing a general increase in legal advertising costs.

### **DIVISION SUMMARY**

	<b>EXPENDITURES 2006-07</b>	<b>BUDGET 2007-08</b>	<b>BUDGET 2008-09</b>	<b>CHANGE FROM PRIOR YEAR</b>
<b>Staff Years</b>	0.400	0.400	0.400	
<b>Salaries &amp; Benefits</b>	\$ 35,609	\$ 35,499	\$ 35,837	\$ 338
<b>Materials, Supplies, Services</b>	38,892	35,000	35,000	
<b>TOTAL</b>	<u>\$ 74,501</u>	<u>\$ 70,499</u>	<u>\$ 70,837</u>	<u>\$ 338</u>

# Records Management Division

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The Records Management Division administers the Citywide Records Management Program for the entire municipal government, and maintains a historical records collection. This program includes records retention schedules, forms management, microfilming, filing systems and historical records.

## OBJECTIVES

- Maintain the Records Management Program.
- Continue implementation of Records Management Program for the Burbank Water and Power Department.
- Analyze and expand microfilm applications.
- Train departmental Records Coordinators.
- Oversee the implementation of a Document Imaging/Management System to benefit the entire City in records/information management.

## BUDGET HIGHLIGHTS

The Division continues to operate, maintain and expand the Libertynet Imaging System. The discretionary budget has been increased by \$2,500 for records management systems training.

## DIVISION SUMMARY

	EXPENDITURES 2006-07	BUDGET 2007-08	BUDGET 2008-09	CHANGE FROM PRIOR YEAR
Staff Years	2.050	2.050	2.050	
Salaries & Benefits	\$ 173,028	\$ 160,596	\$ 176,604	\$ 16,008
Materials, Supplies, Services	22,693	15,939	19,956	4,017
<b>TOTAL</b>	<b>\$ 195,721</b>	<b>\$ 176,535</b>	<b>\$ 196,560</b>	<b>\$ 20,025</b>

# Services Division

001CC01A

		EXPENDITURES FY 2006-07	BUDGET FY 2007-08	BUDGET FY 2008-09	CHANGE FROM PRIOR YEAR
STAFF YEARS		3.250	3.250	3.250	
SALARIES & BENEFITS					
60001	Salaries & Wages	\$ 219,440	\$ 224,470	\$ 225,036	\$ 566
60006	Overtime	10,127	3,501	3,501	
60012	Fringe Benefits	83,025	87,359	94,173	6,814
60022	Car Allowance	825	1,500	1,500	
		<b>313,417</b>	<b>316,830</b>	<b>324,210</b>	<b>7,380</b>
MATERIALS, SUPPLIES, SERVICES					
DISCRETIONARY					
62170	Private Contractual Services	\$ 482	\$ 700	\$ 4,200	\$ 3,500
62300	Special Departmental Supplies	1,762	1,400	1,400	
62310	Office Supplies	2,450	3,400	3,400	
62440	Office Equip Maint & Repairs	249	150	150	
62455	Equipment Rentals	2,885	4,000	4,000	
62700	Memberships & Dues	516	600	600	
62710	Travel	451	1,515	1,515	
62755	Training	1,898	2,000	4,500	2,500
62895	Miscellaneous	351	600	600	
NON-DISCRETIONARY					
62220	Insurance	19,391	19,391	19,391	
62241.1000	Print Shop	19,768			
62485	F535 Comm Equipment Rental	4,505	4,933	4,964	31
62496	F537 Computer Equip Rental	18,962	13,936	16,737	2,801
		<b>73,670</b>	<b>52,625</b>	<b>61,457</b>	<b>8,832</b>
<b>PROGRAM TOTAL</b>		<b>\$ 387,087</b>	<b>\$ 369,455</b>	<b>\$ 385,667</b>	<b>16,212</b>

## Elections Division

001CC01B

		EXPENDITURES FY 2006-07	BUDGET FY 2007-08	BUDGET FY 2008-09	CHANGE FROM PRIOR YEAR
STAFF YEARS		1.300	1.300	1.300	
SALARIES & BENEFITS					
60001	Salaries & Wages	\$ 89,573	\$ 90,776	\$ 92,668	\$ 1,892
60006	Overtime	3,620	2,238	2,238	
60012	Fringe Benefits	33,394	34,791	38,151	3,360
60022	Car Allowance	375			
		<b>126,962</b>	<b>127,805</b>	<b>133,057</b>	<b>5,252</b>
MATERIALS, SUPPLIES, SERVICES					
DISCRETIONARY					
62170	Private Contractual Services	\$ 276,847	\$ 118,856	\$ 118,856	
62170.1000	Special Elections	1,611			
62310	Office Supplies	173	300	300	
62420	Books & Periodicals	182	250	250	
		<b>278,813</b>	<b>119,406</b>	<b>119,406</b>	
<b>PROGRAM TOTAL</b>		<b>\$ 405,775</b>	<b>\$ 247,211</b>	<b>\$ 252,463</b>	<b>\$ 5,252</b>

## Legal Advertising Division

001CC01C

		EXPENDITURES FY 2006-07	BUDGET FY 2007-08	BUDGET FY 2008-09	CHANGE FROM PRIOR YEAR
STAFF YEARS		0.400	0.400	0.400	
SALARIES & BENEFITS					
60001	Salaries & Wages	\$ 24,833	\$ 25,180	\$ 24,906	\$ (274)
60006	Overtime	869			
60012	Fringe Benefits	9,832	10,319	10,931	612
60022	Car Allowance	75			
		<b>35,609</b>	<b>35,499</b>	<b>35,837</b>	<b>338</b>
MATERIALS, SUPPLIES, SERVICES					
DISCRETIONARY					
62530	Legal Adv / Printing Ordinance	\$ 38,892	\$ 35,000	\$ 35,000	
		<b>38,892</b>	<b>35,000</b>	<b>35,000</b>	
<b>PROGRAM TOTAL</b>		<b>\$ 74,501</b>	<b>\$ 70,499</b>	<b>\$ 70,837</b>	<b>\$ 338</b>



# Records Management Division

001CC01D

		EXPENDITURES FY 2006-07	BUDGET FY 2007-08	BUDGET FY 2008-09	CHANGE FROM PRIOR YEAR
STAFF YEARS		2.050	2.050	2.050	
SALARIES & BENEFITS					
60001	Salaries & Wages	\$ 120,688	\$ 114,093	\$ 123,580	\$ 9,487
60006	Overtime	917			
60012	Fringe Benefits	51,199	46,503	53,024	6,521
60022	Car Allowance	224			
		<b>173,028</b>	<b>160,596</b>	<b>176,604</b>	<b>16,008</b>
MATERIALS, SUPPLIES, SERVICES					
DISCRETIONARY					
62085	Professional Services	\$ 3,465	\$ 3,500	\$ 3,500	
62170	Private Contractual Services	1,194	900	900	
62300	Special Departmental Supplies	612	900	900	
62420	Books & Periodicals	370	168	168	
62440	Office Equip Maint & Repairs	271	350	350	
62700	Memberships & Dues	775	470	470	
62710	Travel	467	840	840	
62755	Training	244	650	3,150	2,500
62760	Training - Citywide	109			
62895	Miscellaneous		200	200	
NON-DISCRETIONARY					
62470	F533 Office Equipment Rental	259	259		(259)
62496	F537 Computer Equip Rental	14,927	7,702	9,478	1,776
		<b>22,693</b>	<b>15,939</b>	<b>19,956</b>	<b>4,017</b>
<b>PROGRAM TOTAL</b>		<b>\$ 195,721</b>	<b>\$ 176,535</b>	<b>\$ 196,560</b>	<b>\$ 20,025</b>

***CITY CLERK***  
**AUTHORIZED POSITIONS**

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CLASSIFICATION TITLES Full Time	STAFF YEARS 2006-07	STAFF YEARS 2007-08	STAFF YEARS 2008-09	CHANGE FROM PRIOR YEAR
CITY CLERK	1.000	1.000	1.000	
DEPUTY CITY CLERK	1.000	1.000	1.000	
RECORDS MGT COORD	1.000	1.000	1.000	
MUNICIPAL RCDS CLERK	3.000	3.000	3.000	
CLERICAL WORKER	1.000	1.000	1.000	
 TOTAL FULL TIME	 7.000	 7.000	 7.000	
 <b>TOTAL STAFF YEARS</b>	 7.000 (7)	 7.000 (7)	 7.000 (7)	